

Assist County Office staff with the planning, development and lay-out of printing projects; estimate time and material requirements; confer with staff concerning printing needs and time lines; clarify project specifications as needed; calculate project costs.

Communicate with County Office personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain various records related to postage, printing projects, charges, reservations and assigned activities.

Clean and maintain equipment in efficient working condition; adjust and lubricate equipment as needed; clear paper jams; replace toner; perform minor repairs as directed.

OTHER DUTIES:

Perform related duties as assigned.

Maintain various records related to work performed.
Understand and follow oral and written instructions.
Observe health and safety regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years printing experience involving the operation of offset presses and related peripheral and finishing equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

ENVIRONMENT:

Print shop environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate ~~and~~ of print shop equipment and a computer keyboard.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Seeing to read a variety of materials and monitor printing operations.
Bending at the waist, kneeling or crouching to retrieve and store supplies.
Reaching overhead, above shoulders and horizontally.
Hearing and speaking to exchange information.

HAZARDS:

Working around or with machinery having moving parts.